

9 April 1956

USE OF THE NIS

1. The problem is more effective use of the NIS. Ideas generated from the OBI conference on this subject resulted in the following tentative thoughts:

1) There is need to relate to the Sections information now variously carried on the binder covers, in the correlation guide, and to some extent in Section 10 of Chapter I. Moreover, the difficulties of conveying effective instructions to libraries and other repositories of NIS lead to the conclusion that something in the nature of revised "Instructions on NIS Filing" issued in January 1951 is in order.

2) It also appears that a more suitable Chapter cover might be developed to invite the user to maintain chapters intact, or at least to withhold important related sections of chapters under such coverage.

3) The disease of volume covers indicates the necessity for
 (a) developing a different volume cover,
 (b) developing methods for more effective use of
 volume covers, or
 (c) substituting a yet to be developed chapter cover
 in lieu of volume covers entirely.

2. It might prove effective to consolidate the aspects of 1) above into a new topic in the Standard Instructions; that is, a topic which might be called "NIS Filing and Use" or some such name in which the filing system, general description of the NIS Program, and related matters could be combined into a well-rounded presentation. This topic could also be issued separately from the Standard Instructions to those components who do not now receive them.

3. It appears to me that, with relation to more effective instructions within the sections, the present Forward on the binder covers should be revised to include some of the above topics in summary form and issued on the Section cover. In addition to that, perhaps at the end of the Table of Contents, I feel there should appear a brief statement of the related sections within a chapter about which users should be informed. This would take somewhat the form of the samples prepared by

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4. With respect to [REDACTED] comments on Section 10, I feel that he should be given the opportunity to rewrite Section 10 along the lines of his thoughts for further consideration. I am inclined to partially agree with his comments that Section 10 becomes rather routine and is not the most effective introduction to a Chapter I that could be devised. However, I do not wish to overlook some pregnant comments of [REDACTED] relative to the necessity of constantly bringing to bear the background and general flavor of the NIS Program.

5. I do not concur that the Master Index should be carried elsewhere in the NIS. It seems to me that it is properly related to the NIS at the Chapter I level.

6. Conclusion:

Action required:

Tentatively I suggest the following actions:

- a) The Division Chiefs, as a Special Task Group, develop an NIS Filing and Use topic for the Standard Instructions, and at the same time include in the Standard Instructions a tab for NIS Moves and a tab for the Contributor Statements.
- b) Chief, D/Z, prepare a new NIS Foreword for the Section cover.
- c) Deputy Chief, D/Z, propose a revised draft of Section 10.
- d) Chief, D/P, explore actively the possibility of a Chapter cover along the lines indicated above.
- e) Special Assistant, in cooperation with the Division Chiefs, develop specific statements of section interrelationships after the Table of Contents as referred to in paragraph 3 above.

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